

LITTLE TRAVERSE BAY BANDS FOOD DISTRIBUTION PROGRAM

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FOOD DISTRIBUTION PROGRAM DOCUMENTATION REQUIRED FOR STANDARD DISTRIBUTION

The following is needed to determine eligibility for the LTBB Food Distribution Program and must be submitted with application or within one week of submission of application.

- 1) A completed **application** which lists all household members, their date of birth and social security numbers. Application must be signed and dated.
- 2) Copies of **tribal membership card(s)** AND **Social Security Cards** for all persons listed on application. Official Certification Letter stating that person is of Native American descent can be substituted.
- 3) **Income verification** for the past 30 calendar days for all adults 18 years or older. Income includes but is not limited to:
 - Wages: at a minimum, at least two check stubs for all adults receiving wages. Self-employed persons: must submit previous years' income tax form with either Schedule C or F. This copy must be signed and dated. Person paid in cash must provide signed statement from Employer.
 - Public OR General Assistance (photocopy of award letter)
 - SS and/or SSI Benefits (Copy of check OR Award Letter from Social Security Administration)
 - Pensions
 - Zero income: All adults, 18 and older, who do not receive any form of income must complete a "0" Income Form. Required at time of application and continued on a monthly basis if circumstances remain the same.
 - Child Support Payments (Received) Court Order must accompany application
 - Per capita payments
 - Scholarship Awards
- 4) **Resources**: Copy of checking and/or savings accounts. If your pay stub, pension, social security award letter, per capita statement or any other form of household income indicates routing to a bank, you are required to provide a bank statement. Resources include but are not limited to cash on hand,
- 5) **Proof of Residency**: Must include a copy of a utility or bank statement which states your name and street address.
- 6) **Child Care Expenses and/or Child Support Deductions**: To claim the allowable child care expense and/or child support deductions, documentation must be included. Receipt from Day Care Provider and copy of Court Order for child support.
- 7) **Food Stamp Participation**. If you or anyone in your home has an active case with a County Food Stamp Program, you must close your case and bring verification from your case worker that case was closed. Clients can not participate with Food Stamps and Food Distribution during the same month.

If you have any questions, please contact Senior Community Resource Worker at 231-242-1626.

PLEASE NOTE. Failure to adhere to the policies set forth by the Department of Agriculture, Food and Nutrition Service could result in termination of this service to the Little Traverse Bay Bands of Odawa Indians. Documentation must be in place before distribution of commodities. Complete certification process can take up to one week.

Return completed application to: **LTBB Food Distribution Program, 7500 Odawa Circle, Harbor Springs MI 49740** or Deliver to 915 Emmet Street, Petoskey, MI